

**Commission on Services to the Aging (CSA) Meeting
Michigan Department of Health and Human Services (MDHHS)
Behavioral and Physical Health and Aging Services (BPHASA)
Bureau of Aging, Community Living, and Supports (ACLS Bureau)**

**Hilton Garden Inn 633 N. Canal Rd., Lansing, MI 48917
Friday, September 15, 2023**

DRAFT MINUTES

CALL TO ORDER

Meeting of the Commission on Services to the Aging was called to order at 9:02 a.m. by Commission Chair Bob Schlueter.

PLEDGE OF ALLEGIANCE

ROLL CALL

Commission roll call was taken and a quorum was present.

COMMISSION MEMBERS PRESENT

Bob Schlueter, Mark Bomberg, Jimmy Bruce, William Bupp, Nancy Duncan, Walid Gammouh, Arjan Kallou, Jennifer Lepard, Guillermo Lopez, Tene Milton-Ramsey, Joy Murphy, Michael Pohnl, Dennis Smith, Shirley Tuggle, and Kristie Zamora

COMMISSIONERS EXCUSED

None

STAFF PRESENT

Cindy Albrecht, Lacey Charboneau, Ryan Connelly, Kelly Cooper, Julie Cortright, Ashley Ellsworth, Annette Gamez, Alex Hudak, Jen Hunt, Tammy Lemmer, Kristina Leonardi, Cindy Masterson, Laura McMurtry, Chidi Nwosu, and Brenda Ross

APPROVAL OF AGENDA

Chair Schlueter requested a motion to approve the CSA meeting agenda.

Motion was made by Commissioner Pohnl and Commissioner Duncan seconded the motion; agenda was approved by voice vote.

APPROVAL OF CSA MEETING MINUTES

Chair Schlueter requested a motion to approve the August 18, 2023, CSA meeting minutes.

Motion was made by Commissioner Bomberg and Commissioner Bruce seconded the motion; minutes were approved by voice vote.

COMMISSION CHAIR REPORT

Chair Schlueter provided the following updates:

- Noted all the hard work and passion that Area Agencies on Aging (AAAs) put into developing the Annual Implementation Plans (AIPs) and providing services to seniors. He also noted that Michigan should be proud of the work we do for seniors.
- Asked commissioners to let Kelly Cooper know if they were interested in attending the Area Agencies on Aging Association conference.

- Announced that Arjan Kallou was appointed to the commission to finish the term of Commissioner Lopez-Jeng.

PUBLIC COMMENTS RELATED TO THE STATE PLAN ON AGING OR ACLS BUREAU PROGRAMS, SERVICES, POLICIES, OR ISSUES IMPACTING OLDER AND VULNERABLE ADULTS

None.

CSA ADVOCACY COMMITTEE REPORT

Commissioner Duncan, Advocacy Committee Chair, provided an update on the work of the committee:

- Advocacy Committee members - Commissioners Bomberg, Duncan, Lopez, Murphy, and Tuggle. Chair Schlueter; and Adam Burck, State Advisory Committee (SAC) member liaison also attend meetings. New members joining the committee are Jo Ver Beek from the SAC and Tammy Lemmer will be the new ACLS Bureau liaison
- Advocacy Committee drafted two letters since last meeting:
 - Thank you letter to the governor and legislators for support of senior programs in the budget
 - Letter to the Congressional Delegation related to the Senior Project Fresh Program in support of some changes in the program, as previously approved commission advocacy efforts
- The committee is working on joint efforts with the department related to November National Family Caregivers Month. They intend to request a Proclamation by Governor Whitmer to make November Michigan's Family Caregiver Month as well. They will be working on other activities surrounding the support and celebration of family caregivers, with more information to follow.
- The committee is discussing and preparing for potential budget recommendations to the governor for the 2025 fiscal year, with a goal of finalizing these recommendations by November. Below are three key issues identified:
 - Support for long-term care ombudsman – SAC is doing research on the issue in relation to the needs and comparisons to other states
 - Direct Care Workforce issues – looking at ways to further strengthen the workforce recruitment, retention, training, credentialing, wages, etc.
 - Senior transportation – continues to be an issue and committee is exploring ways to advocate for additional resources for seniors
- Upcoming presentations the committee has scheduled or intends to schedule to the full commission:
 - Dementia presentation – scheduled for October
 - Update on Elder Abuse Task Force
 - Further information related to PREVNT grants

STATE ADVISORY COUNCIL (SAC) UPDATE:

Commissioner Pohnl, SAC Chair, provided the following updates:

- Thanked the CSA Advocacy Committee for their support of more SAC involvement in advocacy for seniors and for support of the Senior Project Fresh Program advocacy
- Currently working on the long-term care ombudsman program research report. They had an informational meeting with the State Long-Term Care Ombudsman, Salli Pung, who gave very valuable information
- Recruitment – there are currently openings in 1B, 1C, 3A, 3B, and 3C; he encouraged AAAs and commissioners to let him know if they know of any potential members within

the AAA networks and indicated that even if the AAA slots are filled, there is potential for additional “at large” members.

- The SAC will continue to schedule informational meetings outside of the regularly scheduled SAC meetings and will send invitations to CSA members if they would like to attend.

FINANCIAL UPDATES

Cindy Masterson, Director of the Operations & Aging Network Support (OANS) Division, provided information related to ACLS Bureau financial updates.

BUSINESS ITEMS

a. Request for Approval of Updated Outreach Operating Standard

Annette Gamez, Field Representative in the Technical Assistance & Quality Improvement (TAQI) Section, provided an overview stating the request is to implement an updated Operating Standard for Outreach. This operating service standard will allow outreach programs to provide a high standard of service delivery to all participants.

The development of the draft Outreach Operating Standard for Service Programs is the result of extensive program policy analysis and feedback from a workgroup comprised of subject matter experts. The draft standard was posted for a 30-day public comment period from June 6, 2023, through July 6, 2023. All responses have been reviewed and, if appropriate, incorporated into the standard.

A motion was made by Commissioner Murphy to approve the request and Commissioner Bupp seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

b. Request for Approval of FY2024 Merit Award Trust Fund Caregiver Support Program Allocations

Lacey Charboneau, Field Representative in the TAQI Section, provided an overview stating the request is to approve the proposed FY 2024 state funding allocations of the Merit Award Trust Fund (MATF) for the Caregiver Support programs administered by Home and Community-Based Waiver agents for the period of October 1, 2023, through September 30, 2024.

ACLS Bureau staff has reviewed the Caregiver Support Program FY 2024 Annual Agreements and found they satisfy all pertinent program plan approval criteria. The allocations are based on the FY 2024 MATF funding allocated by the Michigan Legislature to the ACLS Bureau for the Caregiver Support Program and are consistent with funding provided in prior FYs.

A motion was made by Commissioner Zamora to approve the request and Commissioner Gammouh seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

c. Request for Approval of FY2024 State Long-Term Care Ombudsman Program Grant Funds

Cynthia Farrell, Director of the Adult Services Division, provided an overview stating the request is to award funding for the FY 2024 SLTCOP grant in the amount of \$632,000 for the agreement period of October 1, 2023, through September 30, 2024.

The purpose of the SLTCOP is to provide leadership, training, and technical assistance to the local long-term care (LTC) ombudsman staff and provide advocacy for residents of licensed LTC facilities. The Michigan Advocacy Program (MiAP) was selected to serve as the grantee for the implementation of the SLTCOP.

A motion was made by Commissioner Bupp to approve the request and Commissioner Duncan seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

d. Request for Approval to Carry Forward Funds from Grant Year 2022-2023 State Health Insurance Assistance Program

Kristina Leonardi, Director of the Aging & Community Services (ACS) Division, provided an overview stating the request is to carry forward remaining funds from the 2022-23 SHIP grant from the Administration for Community Living awarded to the ACLS Bureau in the expected amount of \$65,689.97.

The Administration for Community Living requires us to unobligate all unspent funds as of March 31, 2023, and to submit a carry forward request. If the request is approved, eight grantees will have a reduction in their current agreements and the funds will be awarded to the Michigan Medicare/Medicaid Assistance Program (MMAP), Inc. The re-obligation of the grant will allow MMAP, Inc., the ability to provide post-data enrollment outcome analysis. This will provide the program enhanced quality assurance to assist in accuracy rates. Only SHIP programs that meet the 80% accuracy rate may publish their cost change data publicly.

A motion was made by Commissioner Smith to approve the request and Commissioner Zamora seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

e. Request for Approval of FY2024 Senior Volunteer Program State Allocations

Kristina Leonardi, Director of the ACS Division, provided an overview and stated the request is to award funding for Foster Grandparent Program (FGP), Senior Companion Program (SCP), and Retired and Senior Volunteer Program (RSVP) grants allocated to the ACLS Bureau in the amount of \$4,765,300 for the agreement period of FY 2024 (October 1, 2023, through September 30, 2024).

The purpose of the FGP, SCP, and RSVP awards are to support ways for adults, age 55 and older, to stay active by serving children and youth, providing aid and friendship to adults who have difficulties with activities of daily living, and performing a broad range of community activities, respectively.

A motion was made by Commissioner Murphy to approve the request and Commissioner Gammouh seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

f. Request for Approval of the Fiscal Year (FY) 2024 Annual Implementation Plan (AIP) for Region IV Area Agency on Aging

Lacey Charboneau, Field Representative in the TAQI Section, provided an overview and stated the plan has been reviewed against the approval criteria as adopted by the Commission on January 13, 2023, as well as the FY 2024 Estimated Cost Allocation

Worksheet established by the ACLS Bureau. There are no outstanding issues from the most recent assessment of Region IV AAA conducted on July 25, 2023. There are no special conditions requiring approval. Supplemental documents requiring approval are a Cash-In-Lieu-Of Commodity Agreement and a Request to Transfer Funds and are included with the AIP.

A motion was made by Commissioner Bomberg to approve the request and Commissioner Duncan seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

g. Request for Approval of the FY 2024 AIP for U.P Area Agency on Aging

Cindy Albrecht, Field Representative in the TAQI Section, provided an overview and stated the plan has been reviewed against the approval criteria as adopted by the Commission on January 13, 2023, as well as the FY 2024 Estimated Cost Allocation Worksheet established by the ACLS Bureau. There are no outstanding issues from the most recent assessment of the U.P. AAA conducted on June 5, 2023. There are no special conditions requiring approval. A supplemental document requiring approval is a Request to Transfer and is included with the AIP.

A motion was made by Commissioner Bruce to approve the request and Commissioner Smith seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

h. Request for Approval of the FY 2024 AIP for WellWise Services Area Agency on Aging

Ashley Ellsworth, Field Representative in the TAQI Section, provided an overview and stated the plan has been reviewed against the approval criteria as adopted by the Commission on January 13, 2023, as well as the FY 2024 Estimated Cost Allocation Worksheet established by the ACLS Bureau. There are no outstanding issues from the most recent assessment of the WellWise Services conducted on July 12, 2023. There are no special conditions or supplemental documents requiring approval.

A motion was made by Commissioner Lepard to approve the request and Commissioner Bomberg seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

i. Request for Approval of the FY 2024 AIP for Valley Area Agency on Aging

Laura McMurtry, Field Representative in the TAQI Section, provided an overview and stated the plan has been reviewed against the approval criteria as adopted by the Commission on January 13, 2023, as well as the FY 2024 Estimated Cost Allocation Worksheet established by the ACLS Bureau. There are no outstanding issues from the most recent assessment of Valley AAA conducted on July 12, 2023. There are no special conditions or supplemental documents requiring approval.

A motion was made by Commissioner Gammouh to approve the request and Commissioner Kallou seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

j. Request for Approval of the FY 2024 AIP for Branch St. Joseph Area Agency on Aging

Ashley Ellsworth, Field Representative in the TAQI Section, provided an overview and stated the plan has been reviewed against the approval criteria as adopted by the Commission on January 13, 2023, as well as the FY 2024 Estimated Cost Allocation Worksheet established by the ACLS Bureau. There are no outstanding issues from the most recent assessment of Region IIIC AAA conducted on July 18, 2023. There are no special conditions requiring approval. A supplemental document requiring approval is a Request to Transfer Funds and is included with the AIP.

A motion was made by Commissioner Gammouh to approve the request and Commissioner Smith seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

k. Request for Approval of the FY 2024 AIP for Area Agency on Aging of Northwest Michigan, Inc.

Cindy Albrecht, Field Representative in the TAQI Section, provided an overview and stated the plan has been reviewed against the approval criteria as adopted by the Commission on January 13, 2023, as well as the FY 2024 Estimated Cost Allocation Worksheet established by the ACLS Bureau. There are no outstanding issues from the most recent assessment of AAANM conducted on July 7, 2023. There are no special conditions or supplemental documents requiring approval.

A motion was made by Commissioner Smith to approve the request and Commissioner Pohnl seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

l. Request for Approval of the FY 2024 AIP for Detroit Area Agency on Aging

Laura McMurtry, Field Representative in the TAQI Section, provided an overview and stated the plan has been reviewed against the approval criteria as adopted by the Commission on January 13, 2023, as well as the FY 2024 Estimated Cost Allocation Worksheet established by the ACLS Bureau. There are no outstanding issues from the most recent assessment of DAAA conducted on July 26, 2023. There are no special conditions requiring approval. Supplemental documents requiring approval are the Cash-In-Lieu-Of Commodity Agreement and a Request to Transfer Funds Supplemental and are included with the AIP.

A motion was made by Commissioner Gammouh to approve the request and Commissioner Duncan seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

m. Request for Approval of the FY 2024 AIP for The Senior Alliance, Inc.

Laura McMurtry, Field Representative in the TAQI Section, provided an overview and stated the plan has been reviewed against the approval criteria as adopted by the Commission on January 13, 2023, as well as the FY 2024 Estimated Cost Allocation Worksheet established by the ACLS Bureau. There are no outstanding issues from the most recent assessment of TSA conducted on July 7, 2023. There are no special conditions requiring approval. Supplemental documents requiring approval are included with the AIP. Supplemental documents are Cash-In-Lieu-Of Commodity Agreement and a Request to Transfer Funds.

A motion was made by Commissioner Pohnl to approve the request and Commissioner Zamora seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

- n. Request for Approval of the FY 2024 AIP for Region 3B Area Agency on Aging**
Annette Gamez, Field Representative in the TAQI Section, provided an overview and stated the plan has been reviewed against the approval criteria as adopted by the Commission on January 13, 2023, as well as the FY 2024 Estimated Cost Allocation Worksheet established by the ACLS Bureau. Following the most recent assessment on June 28, 2023, Region 3B AAA is resolving the following issues: Completion of the FY2022 Annual Report. There are no special conditions or supplemental documents requiring approval.

A motion was made by Commissioner Bomberg to approve the request and Commissioner Tuggle seconded the motion. Additional discussion followed and the motion was approved by roll call vote 15-0-0.

ANNOUNCEMENTS

The next Commission on Services to the Aging meeting is scheduled for 9:00 a.m. on Friday, October 20, 2023, in Detroit – Wayne County, Region 1A, location TBD.

Please note, these meetings are open to the public, and anyone wishing to attend may do so. Those needing assistance should contact Kelly Cooper at cooperk6@michigan.gov at least five (5) days prior to the meeting date.

ADJOURN

Commission Chair Schlueter adjourned the meeting at 3:33 p.m.